

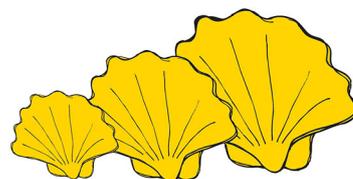
Policies & Procedures

Admissions

Arrangements

2020

Date policy approved	13 February 2019
Approving body	Abbey MAT Board and LGB
Next review date	October 2019
Previous review date	



MANSTON
ST JAMES

Part of



Arrangements and Policy for Admission of Pupils to Manston St James Primary Academy

Admission Arrangements 2020

The whole life and ethos of Manston St James Primary Academy is underpinned by Christian principles. The Governors welcome applications from parents who wish their children to have a Church of England School education. Whilst the Governors seek to promote the traditions and teachings of the Church of England, they also welcome children from other faiths and cultures, and in no circumstances whatever will they allow colour, culture or origin to be used as a criteria for admission.

1 PUBLISHED ADMISSION NUMBER

The Published Admission Number for the Reception year group and the admission limit for every other year group is **60**. It is the Governors' policy to admit no more than 60 children into the Reception year as part of the normal admission round and to hold to a maximum of 60 in each year group, irrespective of the number of children in the school overall. The one exception to this is the 'Bulge Year' intake of 2014. This Year Group contains a maximum of 90 children.

The Published Admission Number for Reception Class is 60

Infant class size legislation states that there can be only 30 children in an infant class with one qualified teacher unless a legally prescribed exception applies. The Governing Body will not place any restrictions on admissions to the reception class unless the number of children for whom admission is sought exceeds this number.

2 ADMISSION PROCEDURE FOR ENTRY INTO RECEPTION

Application for admission of pupils into Reception class at Manston St James Primary Academy must be made on-line at www.leeds.gov.uk naming the Academy as a preference. The common preference form must be completed and returned to the local authority or handed to school by the deadline of 15 January 2020. Common preference forms received after 15th January will be considered as late and will be dealt with once all other preferences have been considered.

In addition, if you are applying under oversubscription priority 3 or 4, the governors require a Supplementary Information Form, which can be obtained from the school, school website or local authority website. The Supplementary Information Form must be returned to school by the closing date for applications which is 15 January 2020.

If the SIF is not received by the due date, the application will be considered against our other oversubscription criteria, applied in order.

Children who have a **Statement of Special Educational Need or an Individual Education and Healthcare Plan** where Manston St James Primary Academy is named in the Statement/EHC Plan will be allocated a place; this is a statutory entitlement which overrides the oversubscription criteria.

Oversubscription Criteria

Where there are more applications than places, the governing body will make its decision for admission on the following criteria, in order of priority:

1. Children in public care or fostered under an arrangement made by the local authority or children previously looked after by a Local Authority, whose parent/s or guardian/s preferences Manston St James Primary Academy. **(See note 1)**
2. Children who have at least one **sibling** attending Manston St James Primary Academy at the proposed date of admission. **(See note 2)**
3. A child who, or whose parent(s)/guardian(s), are regular worshippers at St James the Great Church, Manston.

A regular worshipper is a person who worships at least once a month, for one year immediately preceding the application.

A 'Supplementary Information Form' (SIF) to provide confirmation of attendance at worship is available from the school, school website or LA website and is **within appendix 2** of this policy. The form should be signed by the vicar of St James the Great Church, Manston, and returned to the school by the closing date for applications. The parent/guardian must also make sure the vicar either stamps the form with the church stamp, or that they attach a signed sheet of the church's letter-headed paper. This will help to authenticate the faith reference. If the SIF is not received by the due date, the application will be considered against our other oversubscription criteria, applied in order. **It is the parent's responsibility to ensure that the completed Supplementary Information Form is returned to the school. (See note 3)**

4. A child who, or whose parent(s)/guardian(s), are regular worshipper(s) at another Christian church recognised by Churches Together in England and Ireland or a church which fully subscribes to the Christian doctrine of the Trinity.

A regular worshipper is a person who worships at least once a month, for one year immediately preceding the application.

A 'Supplementary Information Form' (SIF) to provide confirmation of attendance at worship is available from the school, school website or LA website and is **within appendix 2** of this policy. The form should be signed by the Minister of that Church and returned to the school by the closing date for applications. The parent/guardian must also make sure the Minister of the Church either stamps the form with the church stamp, or that they attach a signed sheet of the church's letter-headed paper. This will help to authenticate the faith reference. If the SIF is not received by the due date, the application will be considered against our other oversubscription criteria, applied in order. **It is the parent's responsibility to ensure that the completed Supplementary Information Form is returned (See note 3)**

5. A child who, or whose parent(s)/guardian(s), are regular worshipper(s) of another world faith which is one of the other five major world faiths represented in Great Britain (that is Buddhism, Hinduism, Islam, Judaism, and Sikhism).

A regular worshipper is a person who worships at least once a month, for one year immediately preceding the application.

A 'Supplementary Information Form' (SIF) to provide confirmation of attendance at worship is available from the school, school website or LA website and is **within appendix 2** of this policy. The form should be signed by the faith leader and returned to the school by the closing date for applications. The parent/guardian must also make sure the faith leader authenticates the form with a stamp from the place of worship, or that they attach a signed sheet of the letter-headed paper from the place of worship. If the SIF is not received by the due date, the application will be considered against our other oversubscription criteria,

applied in order. It is the parent's responsibility to ensure that the completed Supplementary Information Form is returned (See note 3)

- 6 Any other children wishing to gain a place at Manston St James Academy, prioritised by distance (See notes 4 & 6)

Tie Breakers:

Tie Breaker 1: Where there are candidates of equal priority, places will be given to those applicants who live closest to the school as measured in a straight line by the local authority's electronic mapping system.

Tie Breaker 2: In the unlikely event that two or more applicants reside equidistant from school, the remaining places will be allocated by the drawing of lots and will be witnessed by an independent person.

3 ADMISSION DURING THE 2020/21 ACADEMIC YEAR (IN-YEAR ADMISSION)

All applications outside the normal admission round should be made using an in year application form (ICPF) which is available from Leeds City Council.

The application should be made to Leeds City Council Admissions team who will then notify all preferenced schools about the application. The school will contact you directly to confirm whether they can offer a place. The school will respond to your application, to either offer or refuse a place. If a place cannot be offered, you will be offered a right of appeal and will be added to the waiting list. Where a vacancy arises, places will be offered based on the published oversubscription criteria within this policy.

4 WAITING LISTS

After offers have been made on 16 April, parents can ask to go on the waiting list for any school. Waiting lists will also be held for each year group for applications outside of the admissions round. All waiting lists will be held in criteria order of the admission policy and will close at the end of the academic year (July 2021). Each time a child is added, the list is ranked again in line with the published oversubscription criteria in this policy.

Under the Admissions Code, looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol must take precedence over those on a waiting list.

Please be aware that if your child is placed on a waiting list after Offer day and a place becomes available at a higher preference school before the end of August 2020, your child will automatically be allocated the place at your higher preference school. This will automatically withdraw the place at a lower preference school, and this may then be allocated to another child.

5 RIGHT OF APPEAL

Parents have a statutory right of appeal against the refusal of a place at the academy for which they have applied. (see Section 5 – Right of Appeal). This right does not apply if they are offered a place at the academy but it is not in their preferred age group. Appeals against an unsuccessful application must be made by parents, in writing, to the Clerk of the Appeals Panel, through the Head of School, within 21 school days of the parent receiving the notice that a place has not been offered to the child.

To find further information on the appeals process visit the school website at:

<http://www.manstonstjames.co.uk/admissions/appeals-information>

6 DEFERRED ENTRY

Parents must ensure their child receives an appropriate full time education from the term following their fifth birthday (known as compulsory school age). Children are entitled to a full time primary school place in the September following their 4th birthday and most children start school at this time. Where a child has not yet reached compulsory school age, parents can request that the start date for their child is delayed until later in the school year, but not beyond the beginning of the term after the child's 5th birthday and not beyond the start of the final term (the term following the Easter break) of the school year in which the place was offered. Parents may also request that their child attends part time until they reach compulsory school age.

If parents wish to defer their child's start date or for their child to attend part time until later in the school year, they should still apply in the normal admission round for 2020 and contact the academy directly to discuss this.

If a child is summer born (a child born between 1 April and 31 August) and will not reach their 5th birthday until the summer term, they can start school in the following September (2021) – a full year after the point at which they could have first been admitted. This would mean that they would start school in Year 1. Should parents wish their child to be admitted to Reception rather than Year 1 at this point, they may make a request that they are admitted out of their normal chronological age group using the process outlined in Section 7 'Children educated outside of their chronological age group (including deferment for summer born children)' below.

A request may be made for a child to be admitted outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child (a child born between 1 April and 31 August) may request that the child be admitted out of their normal age group, to reception rather than year 1.

Parents should still apply in the normal admission round for 2020, and indicate their request on the preference form – specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place. Applicants should also complete the application form at appendix 3, and attach any available evidence of the need for deferment/admission out of chronological age. The application should be returned to the school, addressed to the Chair of Governors. When such a request is made, the Governing Body will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.

There is no right of appeal against a decision relating to admission out of chronological age.

7 CHILDREN EDUCATED OUTSIDE OF THEIR CHRONOLOGICAL AGE GROUP (INCLUDING SUMMER BORN CHILDREN)

A request may be made for a child to be admitted outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child (a child born between 1 April and 31 August) may request that the child be admitted out of their normal age group, to Reception rather than Year 1.

Parents should still apply in the normal admission round for 2020, and indicate their request on the preference form – specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place.

Applicants should also complete the application form at **appendix 3**, and attach any available evidence of the need for deferment/admission out of chronological age. The application should be returned to the

academy, addressed to the Chair of Governors. The form should be sent to the academy by **1 December 2019**, well ahead of the application deadline for School Admissions, to allow enough time for the Governing Body to make a decision and inform parents of the outcome before the closing date. When such a request is made, the Governing Body will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Principal and any supporting evidence provided by the parent. There is no right of appeal against a decision relating to admission out of chronological age. Parents should be aware that agreement for deferment/admission out of chronological age group is not a guarantee of a school offer.

8 FAIR ACCESS PROTOCOLS

All schools have an active role in admitting pupils under the Fair Access Protocol. The protocol operates outside the boundaries of the Admissions policy. It is a statutory requirement and the Protocol applies to all Leeds schools. The aim is to make sure the most vulnerable children are offered a place at a suitable school as quickly as possible, and that no school, including those with places, is asked to take a disproportionate number of vulnerable children. Leeds City Council's Fair Access protocol can be found at www.leeds.gov.uk/admissions

9 COMPLAINTS

- An individual wishing to make a complaint about any Admission matter should discuss this with the academy in the first instance.
- If the complaint can be dealt with by pursuing an Admission appeal, the academy will advise parent(s) / carer(s) of this.
- If the issue is not resolved and can't be dealt with by pursuing an Admission appeal, then a formal complaint may be made, following the complaints procedure as set out in the Complaints Policy.

10 EQUALITY IMPACT STATEMENT

We will do all we can to ensure that this policy does not discriminate, directly or indirectly. We shall do this through regular monitoring and evaluation of our policies. On review we shall assess and consult relevant stakeholders on the likely impact of our policies on the promotion of all aspects of equality, as laid down in the Equality Act (2010). This will include, but not necessarily be limited to: race; gender; sexual orientation; disability; ethnicity; cultural beliefs and pregnancy/maternity.

NOTES

1 Looked After and Previously Looked After Children

A “looked after child” is defined as a child who, at the time of making the application is:

- in the care of a local authority, or
- being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989)

A “previously looked after child” is defined as a child:

- who was previously looked after but ceased to be so because they were adopted or became subject to a Special Guardianship order or a Child Arrangements order, or
- who has been in state care outside of England and ceased to be so as a result of being adopted

If you are making an application under the priority for a **previously looked after child**, you will need to complete a local authority **Priority 1a Supplementary Information Form** available at **appendix 1** and send this, to School Admissions Leeds City Council, with a copy of the court order so the LA can verify this priority.

2 Siblings

For these purposes, brothers and sisters must be living at the same address as your child. Siblings refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister. The definition does not include cousins or other family members sharing a house.

3 Parents

‘Parents’ include all those people who have a parental responsibility for a child as set out in The Children Act 1989. Where responsibility for a child is ‘shared’, the person receiving Child Benefit is deemed to be the parent responsible for completing application forms.

4 The home address and residing in

The home address is the place where the child is permanently resident with his or her parents. When a child lives between two addresses, the address used for offering a school place will be where the child lives for most of the school week (Monday to Friday). If care is split equally, parents can choose which address will be used.

5 Catchment Areas

Catchment areas can be viewed on the maps available at www.leeds.gov.uk/admissions

You can apply for any school but if you live in the catchment area your application will receive a higher priority at that school than applicants who live outside of the catchment area. Living in the catchment area does not guarantee a place at the school.

6 Distance

Distance to the school as measured in a straight line by the Local Authority’s electronic mapping system. Leeds Local Authority use a program that measures the ‘straight-line’ distance from the centre of the main school building to your home address. The point they measure to at your home address is determined by the Local Land and Property Gazetteer (LLPG). This information provides the Local Authority with

coordinates for every dwelling. If they are not able to match your address with the LLPG then they will use the centre of your dwelling.

In the unlikely event there are insufficient places for two (or more) pupils living in the same building (e.g. flats) or otherwise equidistant from the school, then any final place will be allocated by the drawing of lots, independently supervised.

School Admissions Priority 1a Supplementary Information Form



To be completed when requesting priority admission for a *previously* looked after child.

Please do not complete this form if the child is currently looked after by the Local Authority – the social worker should complete the online application

Year group applied for:

(eg Reception, Yr 7, Yr 4)

CHILD DETAILS

Surname: **Forename(s):**

Date of Birth:

Address:

Postcode: **Telephone:**

FAMILY/CARER'S DETAILS

Parent / Carer's Names:

Address (if different from above)

Other person/s with parental responsibility

Address (if different)

The School Admission Code (2014) gives priority admission to children who were previously looked after by a Local Authority but have left care through an Adoption Order, Special Guardianship Order or Child Arrangements Order. To claim this priority, please answer the following questions:

Which Local Authority cared for the child immediately before the order was made:

.....

Which court order do you hold for the child:

Adoption Order Special Guardianship Order Child Arrangements Order

Please attach a copy of this order to the form - you can delete sensitive information (for example the name of the birth parents) if you wish to do so. The fact you have applied for admission under this priority will be known to the school. The court order will not be stored against your child's records.



PRIVACY NOTICE

Leeds City Council takes its obligations under the Data Protection legislation very seriously. The Admissions team collect information from you to assess your child's eligibility for a school place. We collect your personal information in respect of admissions and appeals which is considered against the Council's and school's policies for admissions. Our service also needs to use sensitive personal data relating to you (also called "special category data") such as religion and ethnic origin information in order to provide equality of opportunity or treatment.

Leeds City Council is the Data Controller for your information and our legal basis for processing the data is under a legal obligation where it is personal data (such as the School Admissions Regulations 2012 and the School Admissions Code 2014), and where we are processing special category information, under our obligations of substantial public interest. The data collected is required to ensure all children have a school place suitable to their age, ability and needs. Leeds City Council work to ensure that places are allocated and offered in a fair, transparent and open way.

In processing your application we will share information with services within the Council and also with other relevant organisations such as schools, NHS and the Police etc. We will also give some information about you to relevant government departments, such as the Department for Education etc, for statutory reporting purposes and in order to make the services of Leeds better. There may be circumstances where we need to use and share your information without your agreement, however this will only occur where we are legally required to do so.

Your personal data will be retained up to your child's 25th birthday after which it will be confidentially destroyed. Any school admission appeal papers held by the Council in respect of schools who conduct their own appeals will be held by the Council for 2 years and will be destroyed after this period.

You have rights in respect of the information we hold about you, including the right to ask for access to your information or to withdraw from this process. Objecting to Leeds City Council using your information in this way, would restrict the Council's assessment in giving proper consideration to your application and can result in the inability of schools offering a place/withdrawal of a place. Further information is available at <https://www.leeds.gov.uk/opendata/your-rights>. To exercise any of your rights, please contact: dpfoi@leeds.gov.uk; or send to Information Management & Governance, PO Box 837, LS1 9PZ, and we will advise you of the procedure.

Further information about how we process your information can be found on the Council's privacy notice including contact information for the Council's Data Protection Officer: <https://www.leeds.gov.uk/privacy-statement/privacy-notice>. A paper copy of this information is available on request.

PARENTS/CARERS SIGNATURE REQUIRED

Signed.....Date.....

Please return this form by email to:

Education.annual.cycle@leeds.gov.uk

Or by post:

**Leeds City Council
PO Box 837
School Admissions
Leeds
LS1 9PZ**

Checklist

- Have you answered all the questions?
- Attached a copy of the court order?
- Signed and dated the form



This form is needed to allow the Governors to rank all applications made under the faith criteria and should be read in conjunction with the criteria for admission contained in our Admissions Policy. If this form is not returned, the application will be considered against the other oversubscription criteria. All applicants should fill in sections 1, 2, 3, 4 and 5 as fully as possible. **Applicants should then take the form to their vicar / minister of religion to request that the vicar / minister of religion completes section 6. The applicant should then return the completed form to school by the 15th Jan 2020.**

1. CHILD'S INFORMATION

Surname: _____ Forename(s): _____
 Date of Birth: _____ Male / Female * (Please delete)
 Address: _____
 _____ Post Code: _____

2. PARENT / CARER INFORMATION

Title: Mr / Mrs / Miss / Ms / Other * (Please delete) _____
 Address (if different from above): _____
 Telephone: _____ Mobile: _____
 E-Mail Address: _____

3. SIBLING DETAILS

Does the child have an older sibling(s) currently attending the academy? Yes / No * (Please delete)
 If yes, please give the full name and Year Group of the sibling(s)? _____

4. FAITH DETAILS

Are you or your child regular** worshippers at St James the Great Church Manston? Yes / No * (Please delete)
 Are you or your child regular** worshippers at another Christian Church? Yes / No * (Please delete)
 Name of Church: _____
 Are you or your child regular** worshippers of another world faith which is one of the other five major world faiths represented in Great Britain? Yes / No * (Please delete)
 Name of Place of Worship _____

***Regularly means that the child (or whose parent(s)/carer(s)) has attended worship at least once per month, for one year immediately preceding the application.*

If you have answered YES to any of these questions, please complete the box below and ensure your vicar / minister of religion completes section 6, before returning the form to school.

5. FAITH CONTACT DETAILS

Please provide the details below for the vicar, minister or faith leader who can provide a reference in support of the information provided above.
 Church / Place of Worship: _____
 Name of vicar, minister or faith leader: _____
 Address: _____
 Telephone: _____

Parent / Carer Signature: _____ Date: _____

CONFIDENTIAL

6. FOR CLERGY USE ONLY:

The parent(s) / carer(s), detailed in section 2, have nominated you to verify the information on this supplementary information form.

Please confirm the following to the best of your knowledge:

The above child and/or one or more parent(s)/guardian(s) worship at this church/place of worship at least once per month and have done so for one year preceding the application.

Yes / No

Minister / Faith Leader's supporting comments:

Signed: _____ Vicar / Faith Leader

Print Name: _____ Date: _____

Tel No: _____ Email address: _____

IMPORTANT: Please also make sure you either stamp the form with the church or faith community's official stamp, or you attach a signed sheet of the church's or faith community's official letter-headed paper. This will help to authenticate the reference. Please return to the applicant. Many thanks

For Parents/Carers: please return the completed supplementary information form to School Administrator, Manston St James Primary Academy, Sandbed Lane, Leeds, LS15 8JH. Closing date for receipt is 15th January 2020.

Request to join a school out of chronological year group Application form

To be completed by parents/carers requesting their child starts school in a year group different to their chronological age peers.

Note: If you wish your child to attend school part-time until they reach compulsory school age or start school later in the academic year, you should discuss your request with the school. You do not need to complete this form.

Please note that the decision whether to accept a deferral is made by the Governing Body of the academy. This form should be read in conjunction with the following section of our Admission Policy: 'Children Educated outside of their chronological age group (including deferment for summer born children)'.

CHILD DETAILS

Full Name: _____

Date of Birth: _____ Gender: Male/Female

Address: _____

Postcode: _____ Telephone number: _____

FAMILY/CARER DETAILS

Parents/Carer's Names: _____

Address (if different from above): _____

Email: _____

Please describe why you feel a deferment out of chronological year group would support the needs of your child:

Please attach any supporting evidence from relevant professionals e.g. an early years professional, health care professional, educational psychologist or educational professional that you wish the Governing Body to consider.

Outline the additional evidence provided by the relevant professional/s to support the application :

PRIVACY NOTICE

Abbey Multi Academy Trust and our academies take our obligations under the Data Protection legislation very seriously. We collect information from you to assess your child's eligibility for a school place. We collect your personal information in respect of admissions and appeals which is considered against our policy for admissions. We also need to use sensitive personal data relating to you (also called "special category data") such as religion and ethnic origin information in order to provide equality of opportunity or treatment.

Abbey Multi Academy Trust is the Data Controller for your information and our legal basis for processing the data is under a legal obligation where it is personal data (such as the School Admissions Regulations 2012 and the School Admissions Code 2014), and where we are processing special category information, under our obligations of substantial public interest. The data collected is required to ensure all children have a school place suitable to their age, ability and needs.

In processing your application we will share information with services within the local council and also with other relevant organisations such as the NHS, the Police etc. There may be circumstances where we need to use and share your information without your agreement, however this will only occur where we are legally required to do so.

Should your child be admitted to the academy, we will retain information provided on this form until your child's 25th birthday after which it will be confidentially destroyed. If your application for a place at the academy is unsuccessful it will be held for 2 years and will be destroyed after this period.

You have rights in respect of the information we hold about you, including the right to ask for access to your information or to withdraw from this process. Objecting to us using your information in this way, would restrict our assessment in giving proper consideration to your application. Further information is available at <http://www.abbeymat.co.uk/privacy-notice>. To exercise any of your rights, please contact: dpo@abbeytrust.org and we will advise you of the procedure.

Further information about how we process your information can be found in our privacy notice including contact information for our Data Protection Officer: <http://www.abbeymat.co.uk/privacy-notice>. A paper copy of this information is available on request.

PARENTS/CARERS SIGNATURE REQUIRED

Signed.....Date.....

Please return this form to:
School Administrator
Manston St James Primary Academy
Sandbed Lane
Cross Gates
LS15 8JH

Please ensure this form is returned to the school by the 1st December before the admissions deadline in January